

To: All OHSAA Officials
From: The OHSAA Officiating Department
Re: DragonFly Transition Update – Claim Your Officiating Account
Date: June 20, 2023

As our state continues the transition to DragonFly for OHSAA games and officiating assignments, as first announced in the memo found [here](#), OHSAA officials are now welcomed to claim their account in the DragonFly system if they have not already. Additional DragonFly training resources for officials, including training videos for the items listed below, can be found in the '**Officials**' section at <https://www.dragonflymax.com/ohio>. Our office will be offering virtual training of the items listed below if any OHSAA official needs further guidance. An invitation will be emailed as these virtual sessions are scheduled. As a reminder, officiating permit renewals for the 2023-24 school year will remain in myOHSAA and became available June 1.

IMPORTANT! The email address you should use to claim your DragonFly account should match your email address in myOHSAA.

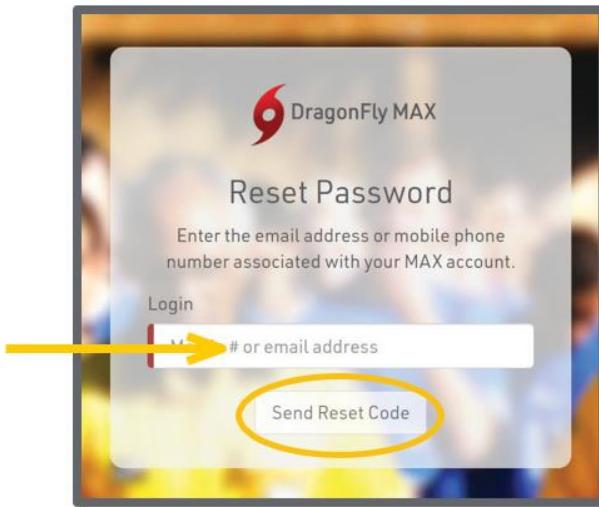
Here's How to Claim Your OHSAA Account

1. To claim your OHSAA account, visit <https://max.dragonflyathletics.com/maxweb/max-cover/login/forgot-pass> for the 'Forgot My Password?' webpage.
2. Enter the email address associated with your myOHSAA account and click 'Send Reset Code.' A verification code will be sent to your email inbox.

Important: Be sure that the email address you enter is exactly as it is listed above. Double check for correct spelling, no spaces, and complete email domain.

Example:

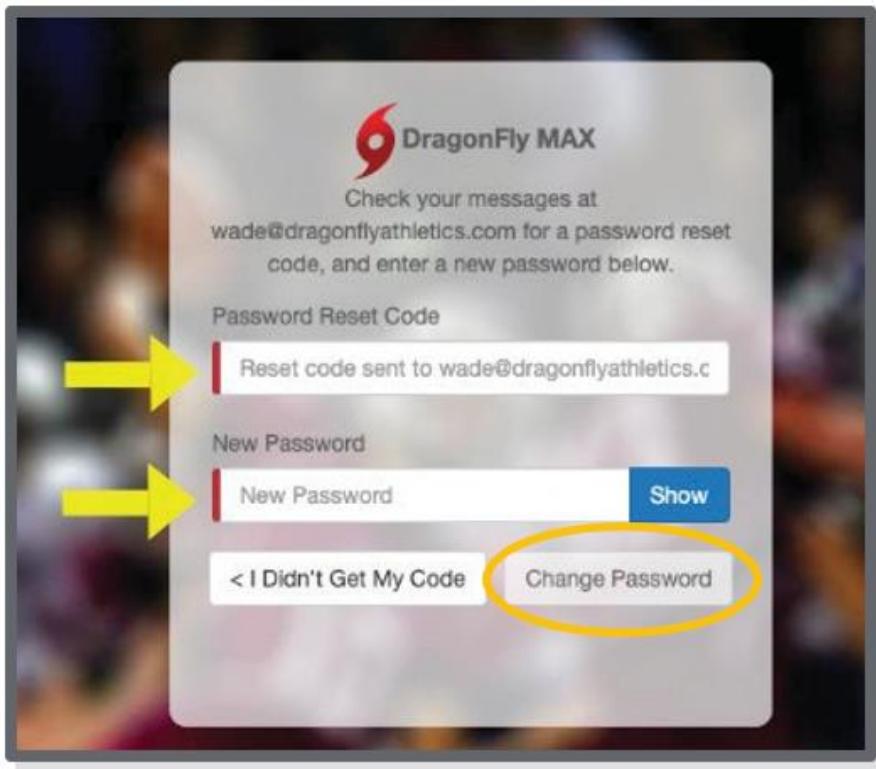
- ✗ dragonfly@dragonflyathletics
✓ dragonfly@dragonflyathletics.com



3. In the first field, **enter the reset code** you received via email. In the second field, **enter the new password** you wish to use. Then select ‘Change Password.’

Your password should now be changed. Please visit the [DragonFly Max website](#) and log in as normal.

Important: Notice there are two fields. The system may auto populate your username in the first field. Be sure to delete your username if that happens. Make sure you type the reset code in the first box (we recommend copying the code from your email and pasting it into the first field) and your new password in the second box.

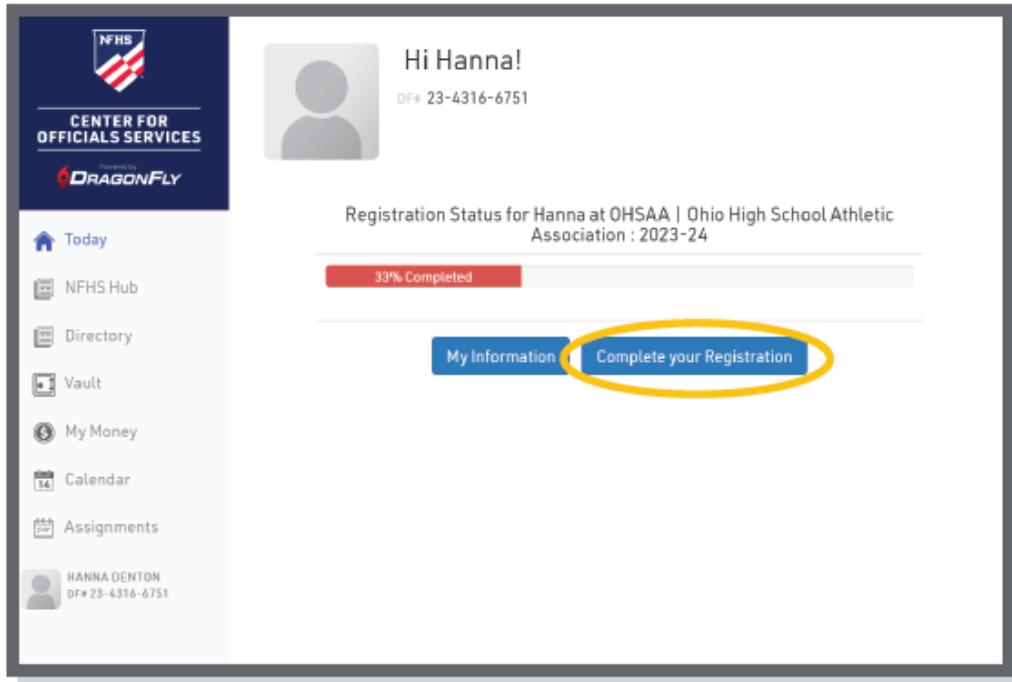


Note: If you encounter an error or you don't see an email reset code in your inbox, please check your junk or spam filter, or go to the section “Why Am I Not Getting a Reset Code?” [here](#). If you are using a school or corporate email, you may need to request your IT Department to whitelist emails from help@dragonflyathletics.com.

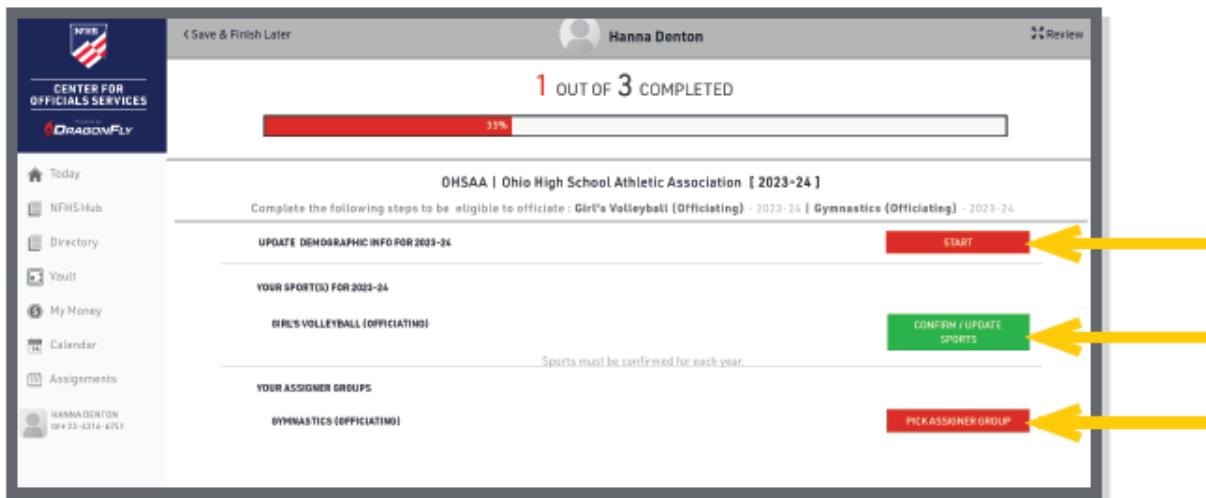
FOR HELP CONTACT [SUPPORT@DRAGONFLYATHLETICS.COM](mailto:support@dragonflyathletics.com)

Here's How to Choose Your Assigner

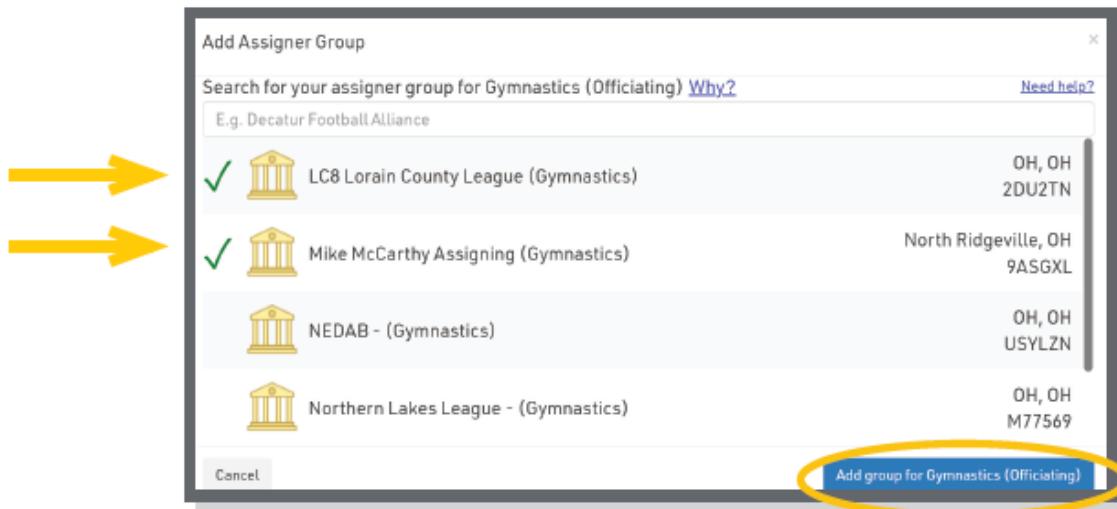
1. Log in to your DragonFly Max account at [DragonFly Max website](#), review and accept the Terms of Service. On the Today page, click the 'Complete Your Registration' button on your OHSAA Registration Status.



2. Complete the sections on this page including **Demographic Information**, **Confirm/Update Sports**, and **Pick Assigner Group**.

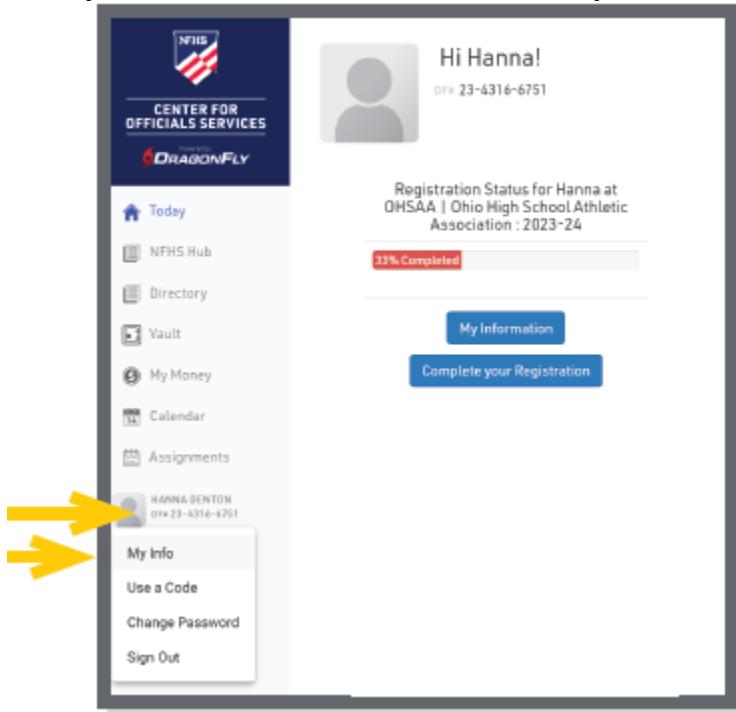


In the 'Pick Assigner Group section, select up to 3 group(s) and click 'Add Group'. Please contact your assigner if you are unsure what they have named their group.

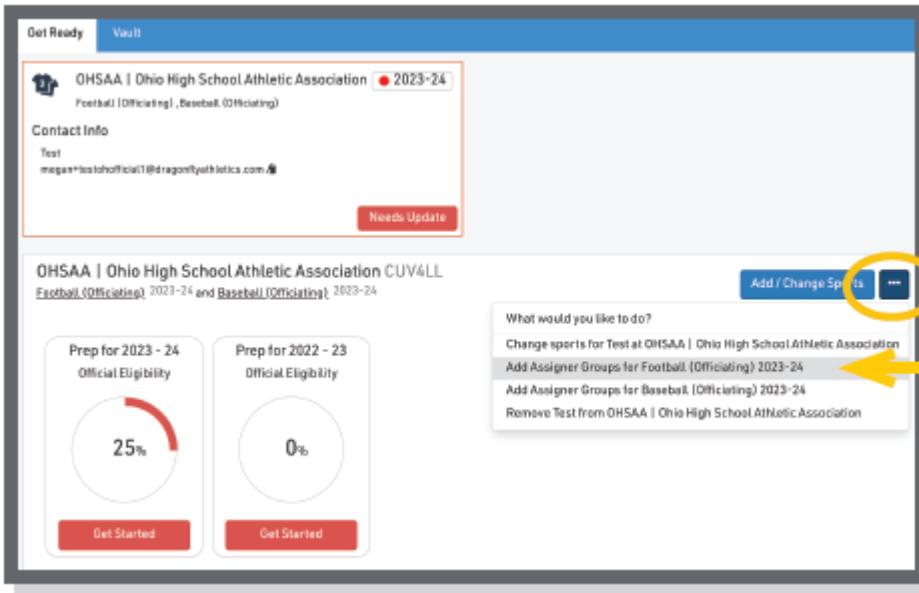


Adding Additional Assigning Groups at Anytime

3. On the Today page, click your name on the bottom left, then 'My Info'.



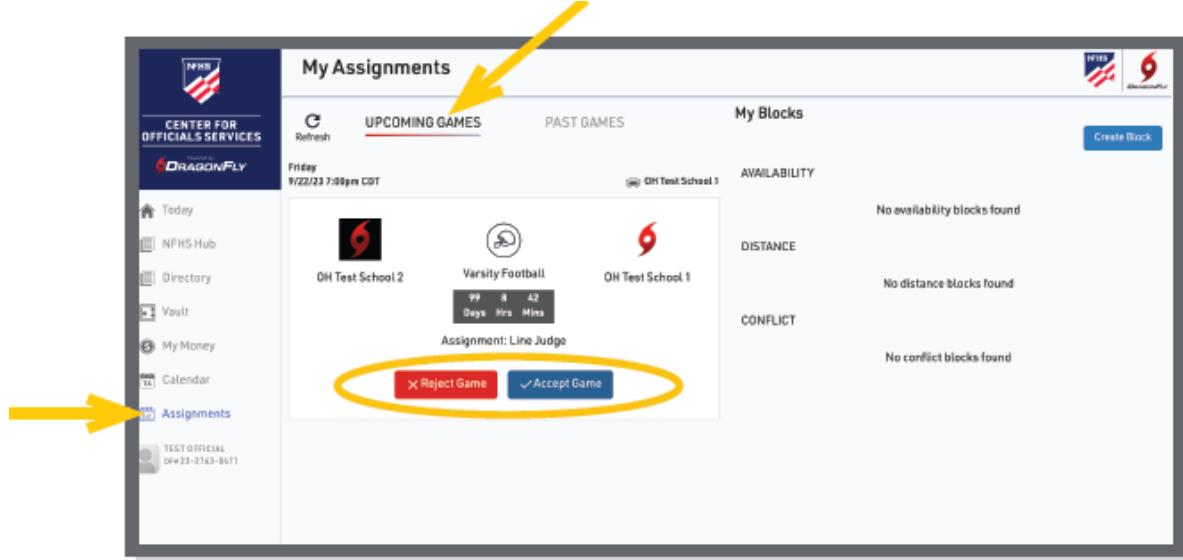
4. Select the  button on the right side, then select 'Add Assigner Groups' from the 'What would you like to do?' dropdown menu.



The screenshot shows the OHSAASignIn.com interface. The 'Get Ready' tab is selected. In the 'Contact Info' section, there is a 'Needs Update' button. The main content area displays information for the 2023-24 season, specifically for Football (Officiating) and Baseball (Officiating). Two circular progress indicators are shown: one at 25% for the 2023-24 Official Eligibility and another at 0% for the 2022-23 Official Eligibility. Below these are 'Get Started' buttons. In the top right corner of the main content area, there is a blue button labeled 'Add / Change Sports' with a three-dot menu icon. A yellow circle highlights this button. A yellow arrow points to the 'Add Assigner Groups for Football, (Officiating) 2023-24' option in the dropdown menu that appears when the button is clicked.

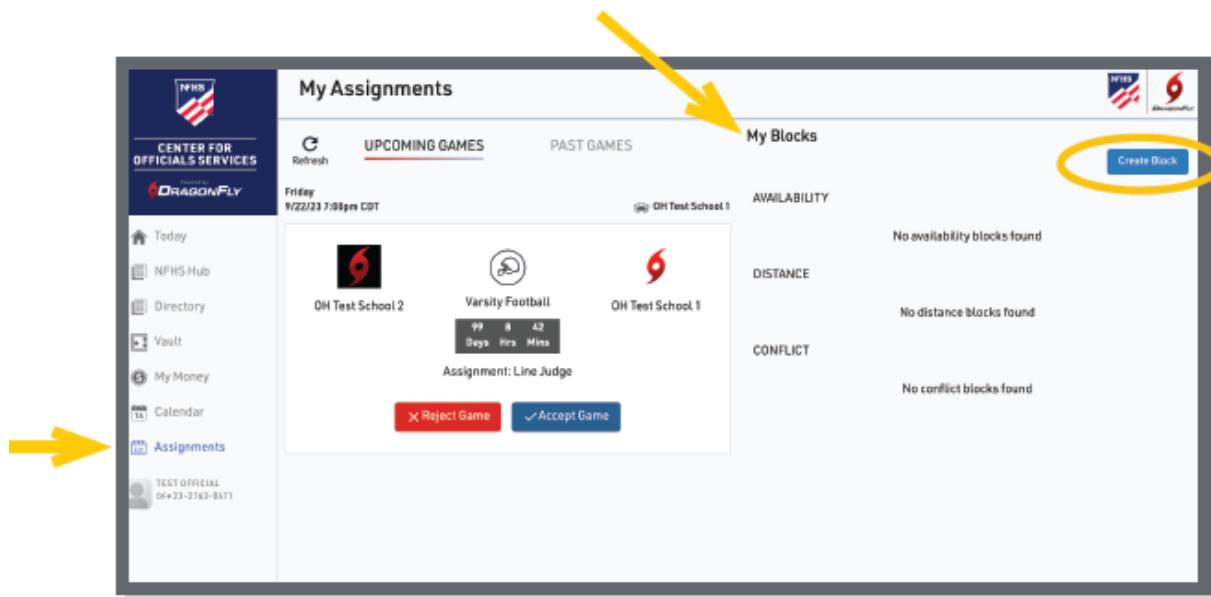
Here's How to View Assignments

1. Click 'Assignments' on the left navigation menu.
2. Under the **UPCOMING GAMES** tab, you'll see any games that were accepted in Arbiter prior to May 27 for playing dates July 1 and forward, or any assignments that are pending your approval. Click either 'Reject Game' or 'Accept Game'.



Here's How to Block Dates and Times

1. Click 'Assignments' on the left navigation menu.
2. Under the My Blocks heading, click the 'Create Block' button. Follow the prompts.
For more information, including instructions for setting up conflict blocks on the mobile app, click [here](#).



Here's How to Link Your Bank Account and Receive Payments

A video outlining the process below is available at <https://youtu.be/TUxbeiUc15A>.

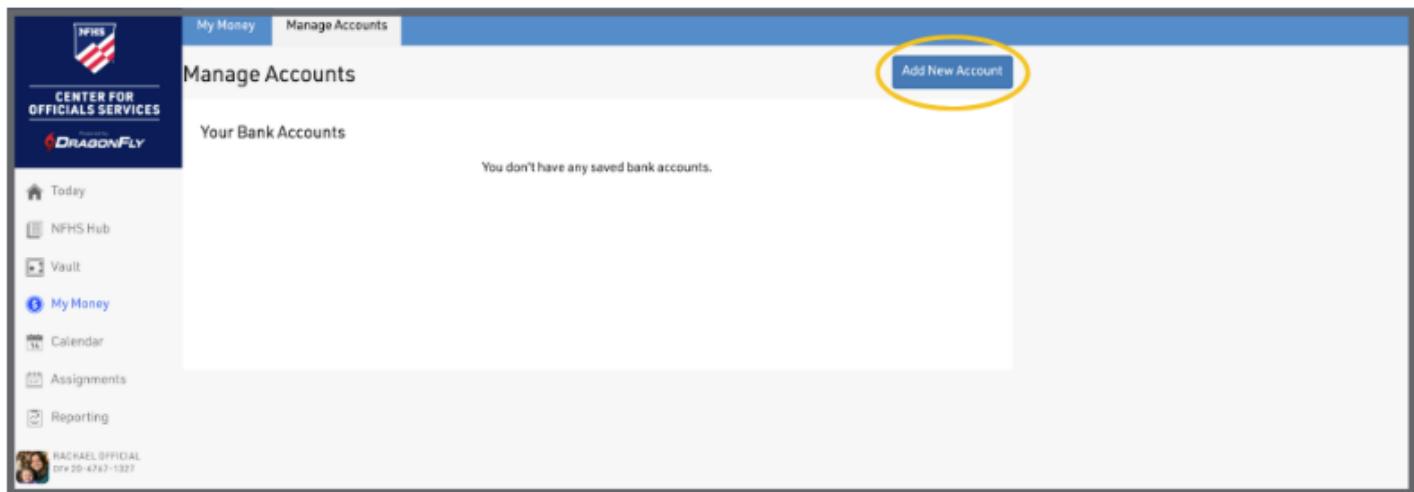
1. Log in to your DragonFly Max account at [DragonFly Max website](#), click the 'My Money' link from the left-side menu.

The screenshot shows the DragonFly Max homepage. On the left, there is a sidebar with links: Today, NFHS Hub, Vault, My Money (which is circled in yellow), Calendar, Assignments, and Reporting. The main content area displays a greeting 'Hi Rachael!', a phone number 'DFW 20-4767-1327', and information about the '2021 OFFICIALS AWARDS LUNCHEON | August 14 | Registration Closed'. Below this, it says 'Registration Status for Rachael at AHSAA | Alabama High School Athletic Association : 2021'. There are two buttons: 'My Information' and 'Complete your Registration'. A progress bar at the bottom indicates '25%'. The top right corner has a 'Register Now' button.

2. Select the 'Manage Accounts' tab at the top of the screen. If you have any incoming payments, each will be visible in the 'My Money' section, with your account balance at the top.

The screenshot shows the 'My Money' page. At the top, there are tabs: 'My Money' (which is highlighted and circled in yellow) and 'Manage Accounts'. Below the tabs, there is a dropdown menu set to 'Rachael Official General Fund' with a balance of '\$0.00'. To the right of the dropdown are buttons for 'Deposit', 'Withdraw', and 'Withdraw'. The main area shows a table with columns: Date, Status, Description, Amount, Fee, Net, and Balance. The table is currently empty and displays the message 'No payment history.' The top right of the table shows 'AVAILABLE BALANCE: \$0.00 PENDING BALANCE: \$0.00' and page navigation controls '1 - 25 < >'. The left sidebar is identical to the one in the previous screenshot, showing links for Today, NFHS Hub, Vault, My Money, Calendar, Assignments, and Reporting. The user profile at the bottom shows a photo of Rachael and the text 'RACHAEL OFFICIAL DFW 20-4767-1327'.

3. Select the 'Add New Account' button to set up your bank account. The DragonFly system supports both checking and savings accounts.



4. Input and save your **bank account information, tax information, physical address and mailing address**. Note: DragonFly collects your tax information to issue your IRS Form 1099 each year. [Click here for information about our security practices and military-grade encryption](#) to keep your data safe.

A screenshot of a modal dialog box titled 'Add a new bank account'. The dialog is centered over a background page that shows 'Orval Brewer General Fund' and 'Manage Payment Methods'. Inside the dialog:

- Name on Account: Orval Brewer
- Bank Name: USAA
- Routing Number: 123456789
- Verify Routing Number: 123456789
- Account Number: 123456789012
- Verify Account Number: 123456789012
- Nickname: USAA Checking Account
- Tax Info section:
 - First Name: Enter first name
 - Last Name: Enter last name
- Buttons at the bottom: 'Cancel' and 'Save'

The entire dialog is surrounded by a thick black border.

- DragonFly will verify that you have access to the bank account by making two micro-deposits into your bank account. These small amounts are under a dollar each and they will appear in your online bank statement or bank account ledger with the description 'DragonFly Athlet Amts'.

4 SEP	Dragonfly Athlet Amts	Uncategorized	+\$0.91
4 SEP	Dragonfly Athlet Amts	Uncategorized	+\$0.71

Note: The micro-deposits will be reversed and withdrawn from your account in one sum after your account has been verified.

11 SEP	Dragonfly Athlet Amts	Uncategorized	-\$1.62
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Please allow 24-48 hours for the micro-deposits to appear in your bank account BEFORE entering any information. Attempting to enter any numbers for micro-deposits more than 10 times will lock your account and when locked, you will have to delete your payment account and start over.

If you delete your payment account for any reason, the original micro-deposits will no longer be valid, and you will therefore have to wait for the new deposits to appear in your bank account.

- Once you see the micro-deposits in your bank account, return to your **Payment Methods** screen where you can enter each amount and verify that you have access to your bank account.

Your Bank Accounts

 Bank Account Ending in 6247	Waiting on micro-deposit verification Click to verify	 1
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Your Bank Accounts

 Bank Account Ending in 6247	Waiting on micro-deposit verification Click to verify	
Name on account Rachael Merritt	Enter micro-deposits	
	Amount 1 0.71	 2
	Amount 2 0.91	
	Submit Verification	

Your Bank Accounts

Bank Account Ending in 6247 ✓ Verified

Name on account Rachael Merritt

Verified!

Delete Account Edit Account

7. Select 'My Money' at the top of the screen. This is where you will see a ledger of all your payments and withdrawals.

Date	Status	Description	Amount	Fee	Net	Balance
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00	\$0.00	\$40.00	\$43,208.06
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00	\$40.00	\$43,168.06
Mar 18 2021	COMMITTED	11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00	\$40.00	\$43,128.06
Mar 18 2021	COMMITTED	11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00	\$40.00	\$43,088.06
Mar 11 2021	COMMITTED	10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00	\$0.00	\$40,000.00	\$43,048.06
Mar 11 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00	\$0.00	\$200.00	\$3,048.06
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00	\$20.00	\$2,848.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00	\$20.00	\$2,828.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00	\$20.00	\$2,808.06
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00	\$0.00	\$40.00	\$2,768.06
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball)	\$80.00	\$0.00	\$80.00	\$2,748.06

8. You can click on a transaction to view more details in the right-side panel.

Date	Status	Description	Amount
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00
Mar 18 2021	COMMITTED	11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00
Mar 18 2021	COMMITTED	11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00
Mar 11 2021	COMMITTED	10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00
Mar 11 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball)	\$80.00
Feb 10 2021	COMMITTED	Official - Hugo Berry - 12/31/1969 - 1B - MS Test School 1 vs OF-Association School LT 00	\$80.00
Feb 09 2021	COMMITTED	Official - Hugo Berry - 09/30/2020 - Test Rogers School AL vs Test Rogers School 2 and 1 off	\$306.86
Feb 04 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Official - TBD vs TBD (Varsity Chess)	\$65.00

Transaction Details

Total: \$40.00

Payer:	User Profile Not Verified
Payment Type:	mastercard
credit card ending:	4444
Expiration Date:	04/2044

Hugo Berry - Name Fee - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball) \$40.00
Description: DR#20-1718-3184

Hugo Berry - Travel - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball) \$0.00
Description: DR#20-1718-3184

Hugo Berry - Per Diem - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball) \$0.00
Description: DR#20-1718-3184

Hugo Berry - Other - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball) \$0.00
Description: DR#20-1718-3184

9. To transfer funds to your bank account, select the 'Withdraw' button.

The screenshot shows the 'My Money' section of the NFHS Center for Officials Services. At the top, there are tabs for 'My Money' and 'Manage Accounts'. Below this, a dropdown menu shows 'Hugo Berry General Fund' with the ID 'S2021 - 54120206'. A blue 'Withdraw' button is highlighted with a yellow arrow. To its right, the 'AVAILABLE BALANCE' is listed as '\$43,208.06' and the 'PENDING BALANCE' as '\$0.00'. On the far right, there are navigation icons for pages 1-25. The main table lists transactions with columns for Date, Status, Description, Amount, Fee, Net, and Balance. Most transactions are marked as 'COMMITTED'.

Date	Status	Description	Amount	Fee	Net	Balance
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00	\$0.00	\$40.00	\$43,208.06
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00	\$40.00	\$43,168.06
Mar 18 2021	COMMITTED	11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00	\$40.00	\$43,128.06
Mar 18 2021	COMMITTED	11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00	\$40.00	\$43,088.06
Mar 11 2021	COMMITTED	10/21/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00	\$0.00	\$40,000.00	\$43,048.06
Mar 11 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00	\$0.00	\$200.00	\$3,048.06
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00	\$20.00	\$2,848.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00	\$20.00	\$2,828.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/29/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00	\$20.00	\$2,808.06
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00	\$0.00	\$40.00	\$2,768.06
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball)	\$80.00	\$0.00	\$80.00	\$2,748.06

10. Enter the amount you want to withdraw then select your bank account from the drop-down menu.

Select the 'Request' button to finalize your request. You will receive a confirmation email with your withdrawal details.

The screenshot shows the 'Request Payout' dialog box overlaid on the My Money page. The dialog box has a title 'Request Payout' and displays the available balance as '\$43,208.06'. It contains fields for 'Amount to Draw' (\$2,000.00), 'Deposit Into' ('Hugo Savings'), and a 'Request' button. The 'Request' button is highlighted with a yellow arrow. The background My Money page shows a list of transactions with various dates, statuses, descriptions, amounts, fees, nets, and balances.

Date	Status	Description	Amount	Fee	Net	Balance
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test Sch	\$40.00	\$0.00	\$40.00	\$43,208.06
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other q	\$40.00	\$0.00	\$40.00	\$43,168.06
Mar 18 2021	COMMITTED	11/17/2020 - Ref	\$0.00	\$0.00	\$0.00	\$43,128.06
Mar 18 2021	COMMITTED	11/29/2020 - Ref	\$0.00	\$0.00	\$0.00	\$43,088.06
Mar 11 2021	COMMITTED	10/29/2020 - Ref	\$0.00	\$0.00	\$0.00	\$43,048.06
Mar 11 2021	COMMITTED	Official - Hugo Be	\$0.00	\$0.00	\$0.00	\$3,048.06
Mar 10 2021	COMMITTED	10/26/2020 - Ref	\$0.00	\$0.00	\$0.00	\$2,848.06
Mar 10 2021	COMMITTED	Official - Hugo Be	\$0.00	\$0.00	\$0.00	\$2,828.06
Mar 10 2021	COMMITTED	Official - Hugo Be	\$0.00	\$0.00	\$0.00	\$2,808.06
Mar 09 2021	COMMITTED	Official - Hugo Be	\$0.00	\$0.00	\$0.00	\$2,768.06
Feb 11 2021	COMMITTED	Official - Hugo Be	\$0.00	\$0.00	\$0.00	\$2,748.06
Feb 10 2021	COMMITTED	Official - Hugo Be	\$0.00	\$0.00	\$0.00	\$2,748.06
Feb 09 2021	COMMITTED	Official - Hugo Berry - 09/30/2020 - Test Rogers School AL vs Test F	\$306.86	\$0.00	\$306.86	\$2,641.20
Feb 04 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Official - TBD vs TBD (Volleyball Champs)	\$46.00	\$0.00	\$46.00	\$2,641.20

11. It will take 3-5 business days for the funds to transfer to your bank account. **Note: There are no fees for officials to transfer funds to their bank account.**